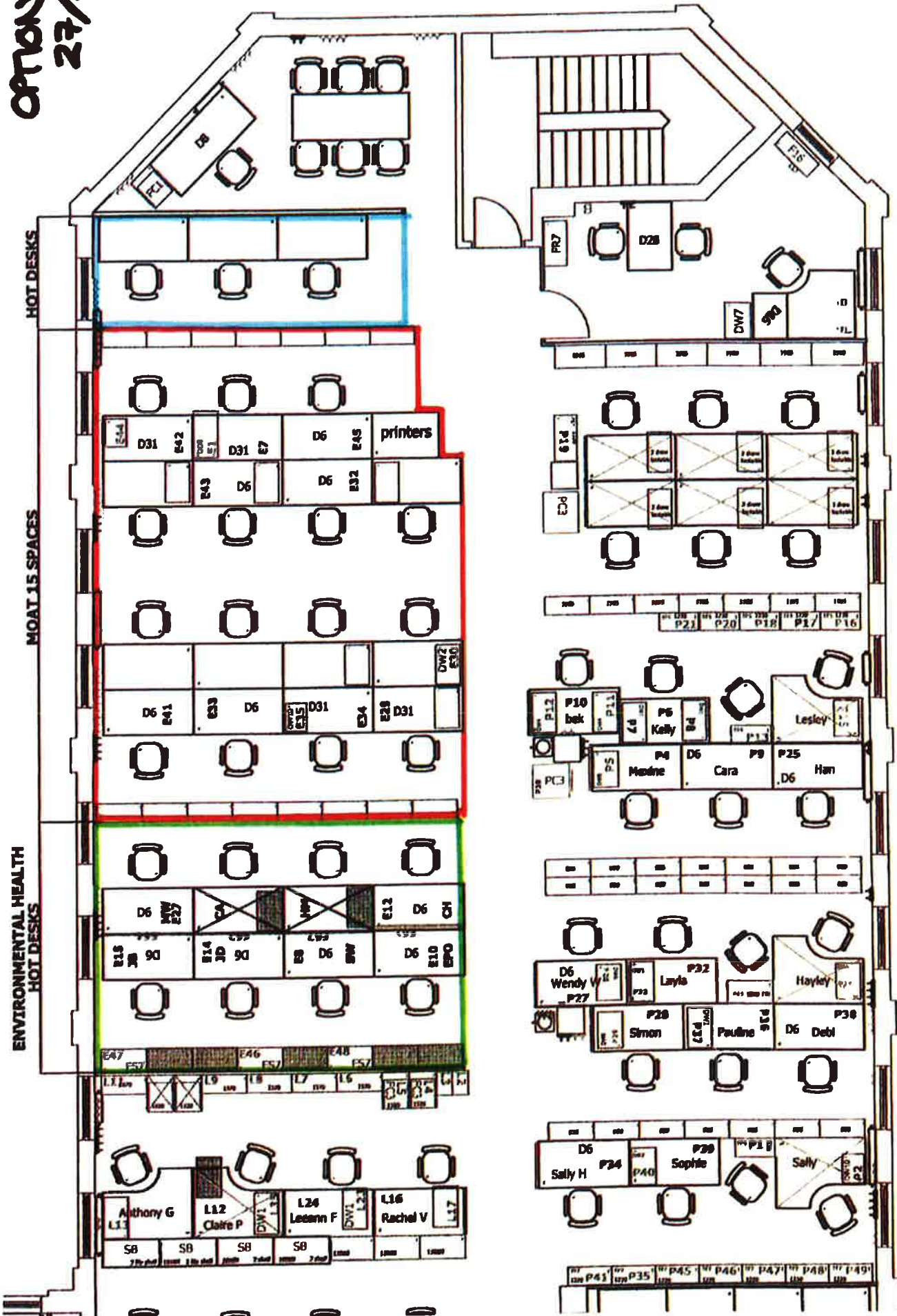


OPTION 2
27/4/12



QUALITY DESIGN/HEALTH
HOT DESKS (3)

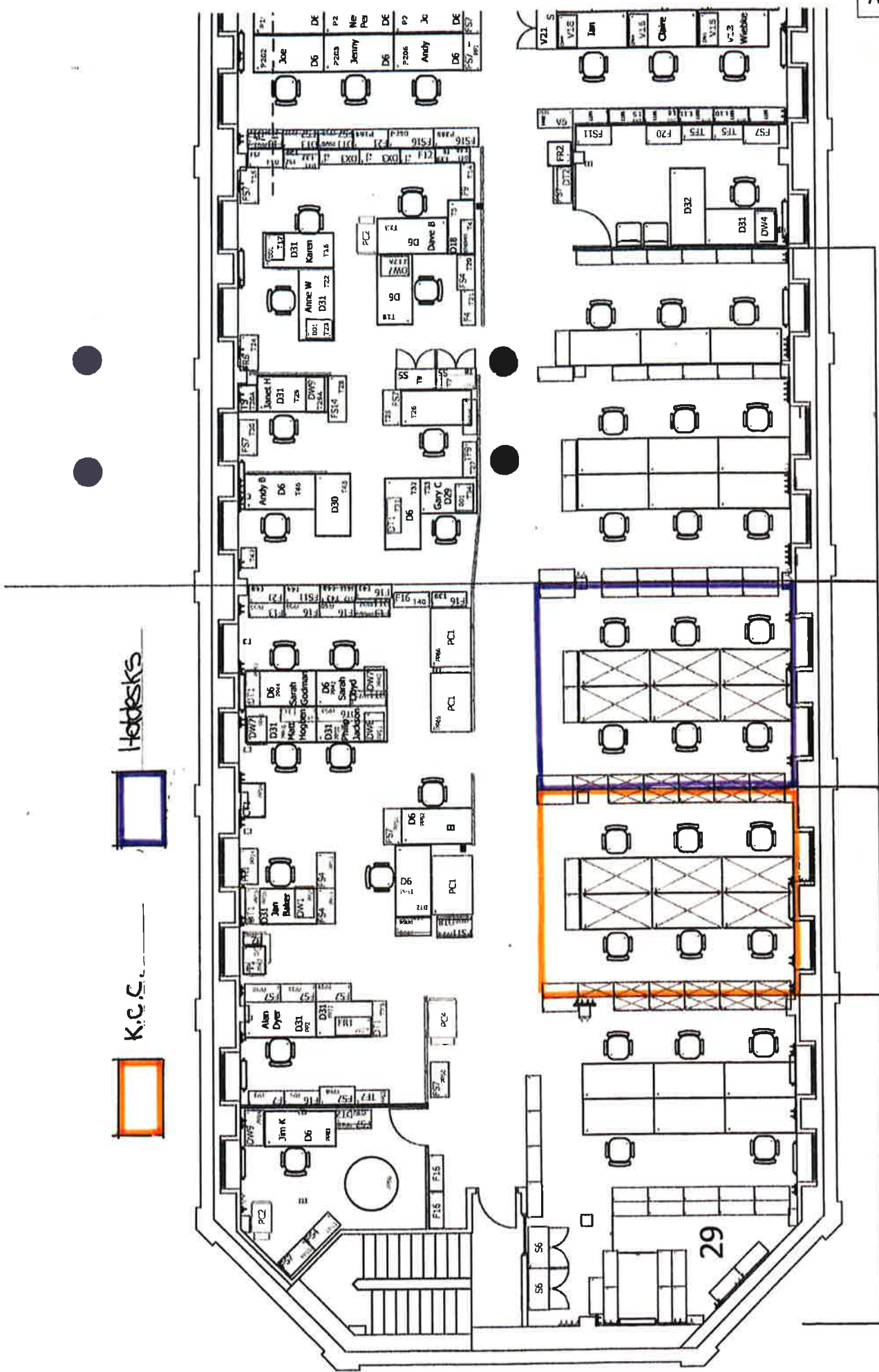


MOAT (15)



ENVIRONMENTAL HEALTH
HOT DESKS (8)





electoral & LC

hot desks

kcc

property

OPTION 2b

OFFICE ACCOMMODATION FOR OUTSIDE AGENCIES AT COUNCIL OFFICES,
ARGYLE ROAD, SEVENOAKS, TN13 1HG

PROPOSED HEADS OF TERMS

Proposal: To grant a licence to occupy office accommodation within the Argyle Road offices.

Term: 5 years with break clause to be exercised upon 6 months notice by either party after the end of the 3rd year

Rent: £****.a. with no reviews for the first 5 years

Service Charge: Based on current expenditure £****p.a. to cover rates, insurance, energy, security, office support including use of the photocopying equipment and post room and all related building running costs payable annually in arrears. Subsequent years service charge based on actual costs per square metre calculated on the square meterage of the accommodation occupied by the tenant .

Accommodation: The District Council will provide sufficient accommodation for ** work stations, each workstation comprising a desk, chair and storage cabinet. The location of the accommodation is shown edged red on the attached plan.

Cost of works: Sevenoaks District Council will meet the cost of providing the accommodation and workstations including power supply and furniture. The tenant will be responsible for providing their own office equipment, PCs, printers, telephones etc.

Car Parking: No on site car parking will be allowed.

Operating hours: The offices are open for staff from 7am to 7pm Monday to Friday, public access is from 8.45am to 5.15pm. Out of hours working will only be available if security staff are available and any addition cost met by the requesting party.

Indemnity: If the tenant withdraws from the proposal it is to reimburse the District Council any costs expended in providing the accommodation. (This is with immediate effect as the District Council will be committing to expenditure prior to the tenant taking up the accommodation.

Early surrender: If the tenant vacates the accommodation provided within the first 3 years of the agreement it will reimburse the District Council a proportion of the capital cost expended in providing the accommodation on the following scale
vacation in year 1 100% reimbursement, year 2 66% reimbursement, year 3 33% reimbursement and after year 3 reimbursement nil.